

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 17, 2019

Closing Date: June 28, 2019

**ADMINISTRATIVE SPECIALIST II (Pay Grade 8)
Criminal Division, Felony Screening Unit, Kent County**

Job Responsibilities and Duties:

This position will support the Felony Screening Unit in the Criminal Division, in the Kent County office. Duties will include the following: setting up and maintaining files, running criminal histories, typing information's/indictments, answering pre-indictment discovery, assisting in contacting victims and witnesses, preparing transfers to other Courts, assisting in Court for preliminary hearings, requesting reports and handling other legal secretarial support duties as assigned.

Minimum Qualifications:

Must be detail oriented, well organized, possess excellent verbal and written communication skills and be proficient in Microsoft Word Office Suite. Prior legal experience would be helpful such as DELJIS, LEISS and NCIC.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.